

**BOARD OF SUPERVISORS**

*Brown County*

305 E. WALNUT STREET  
E-Mail: [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)  
P. O. BOX 23600



GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
JUNE 3 – 7, 2019**

**MONDAY, JUNE 3, 2019**

- |          |   |   |
|----------|---|---|
| *6:00 pm | Land Conservation Subcommittee – <i>Note Location</i>                   | Public Works Department<br>2198 Glendale Avenue |
| *6:15 pm | Planning, Development & Transportation Committee – <i>Note Location</i> | Public Works Department<br>2198 Glendale Avenue |

**TUESDAY, JUNE 4, 2019**  
(No Meetings)

**WEDNESDAY, JUNE 5, 2019**

- |          |  |   |
|----------|--|---|
| *4:00 pm | Public Safety Committee                | Room 200, Northern Building<br>305 E. Walnut Street     |
| *6:30 pm | Planning Commission Board of Directors | GB Metro Transportation Center<br>901 University Avenue |

**THURSDAY, JUNE 6, 2019**

- |          |                          |   |
|----------|--------------------------|---|
| *5:30 pm | Administration Committee | Room 200, Northern Building<br>305 E. Walnut Street |
|----------|--------------------------|---|

**FRIDAY, JUNE 7, 2019**  
(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

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**LAND CONSERVATION SUBCOMMITTEE**  
Norbert Dantinne, Chair; Dave Kaster, Vice Chair  
Steve Deslauriers, Bernie Erickson, Alex Tran  
Citizen Rep: Stan Kaczmarek

**LAND CONSERVATION SUBCOMMITTEE**

**Monday, June 3, 2019**

**6:00 PM**

**Brown County Public Works Department  
2198 Glendale Ave – Village of Howard  
Green Bay, WI**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEMS LISTED ON THE AGENDA**

**PLEASE NOTE TIME & LOCATION**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of April 22, 2019.

**Comments from the Public**

**Land Conservation Department**

1. Open Positions Report.
2. Budget Status Financial Report for April 2019 - Unaudited.
3. Director's Report.
  - a. Animal Waste Management Ordinance Chapter 26 Discussion.
  - b. Northern Pike Restoration update.

**Other**

4. Such Other Matters as Authorized by Law.
5. Adjourn.

Norb Dantinne, Jr., Chair

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# BOARD OF SUPERVISORS

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PHONE (920) 448-4015 FAX (920) 448-6221

### PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair; Dave Kaster, Vice Chair  
Norbert Dantinne, Steve Deslauriers, Alex Tran

### PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Monday, June 3, 2019

Approx. 6:15 PM (Or to follow Land Con)  
Brown County Public Works Department  
2198 Glendale Ave – Village of Howard

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEMS LISTED ON THE AGENDA

**\*PLEASE NOTE TIME & LOCATION**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of Special April 17 and April 22, 2019.
- IV. Discussion re: future meeting locations.

### Comments from the Public

#### Consent Agenda

1. CIP Update.
2. Planning Commission Board of Directors (April 3, 2019).
3. Solid Waste Board (April 15, 2019).
4. Airport - Budget Status Financial Report for April 2019 – Unaudited.
5. Extension Brown County - Budget Status Financial Reports for January, February, March and April 2019 - Unaudited.
6. Port & Resource Recovery – Budget Status Financial Reports for March 2019 – Unaudited.
7. Planning Commission, Property Listing, Zoning – Budget Status Financial Reports for March 2019 – Unaudited. (Land Information – No agenda items)
8. Register of Deeds - Budget Status Financial Report for April 2019 – Unaudited.

#### Communications

9. Communication from Supervisors Van Dyck and Deslauriers: Request that prior to any consideration being given to BC Organics to lease County owned property in Southern Brown County, that the Port and Solid Waste Authority require BC Organics to engage the services of a waste water expert to advise the County on the viability of the water treatment methodology being proposed by BC Organics waste water expert to be selected at the discretion of the County and paid for by BC Organics. *Held for a month.*

10. Communication from Supervisor Lefebvre re: That the County Board pass a resolution in support of H. R. 763 – the Energy Innovation and Carbon Dividend Act. The following County Boards and City Councils passed a resolution – Dane County, Eau Claire County, La Crosse County, Eau Claire City, La Crosse City, Rice Lake City, Stevens Point City, and Waupaca City. In reference to handout at the May 15<sup>th</sup> County Board Meeting. *Referred from May County Board.*
11. Communication from Supervisor Brusky re: To ensure that a smooth and dutiful integration of improved security at the Brown County Courthouse can be made, that is in compliance with Wisconsin Supreme Court Rule 68.06, that the Director of Public Works and Administration work with the Brown County Sheriff on the design, planning, financial resources and implementation of the needed improvements at the courthouse that preserve its character and aesthetics. *Referred from May County Board.*

#### **Extension Brown County**

12. Update on Industrial Hemp in Brown County.
13. Consent Resolution of the Members of Associated County Extension Committees, Inc.
14. Director's Report.

#### **Port & Resource Recovery**

15. Discussion and possible action re: an Ordinance to move the demarcation of the "No Wake Zone" at the mouth of the Fox River.
16. South Landfill Public vs. Private Construction and Operation Analysis – Request For Approval.
17. Transfer Station By-Pass Lane and Ditch Work Bid – Request For Approval.
18. Director's Report.

#### **Airport**

19. 12+ Hour Shift Report.
20. Open Positions Report.
21. Director's Report.
  - a. Frontier Air Lines Inaugural Flight.
  - b. Pulling Together for a Cure Review.
  - c. Construction Projects:
    - i. ELBC.
    - ii. East Ramp Expansion to the West.
    - iii. Fuel Farm Roads.

#### **Public Works**

22. Budget Adjustment Request (19-046): Reallocation between two or more departments, regardless of amount.
23. Discussion with possible action regarding doing an energy audit on all county-owned buildings. *Deferred until June meeting.*
24. Recommendation and Approval for 6-Year (2020-2025) Highway & Bridge Capital Improvement Plan (CIP).
25. Recommendation and Approval for 6-Year (2020-2025) Facility Capital Improvement Plan (CIP).
26. Summary of Operations Report.
27. Director's Report.

#### **Other**

28. Acknowledging the bills.
29. Such other matters as authorized by law.
30. Adjourn.

Bernie Erickson, Chair

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### PUBLIC SAFETY COMMITTEE

Patrick Buckley, Chair  
Andy Nicholson, Vice Chair  
Megan Borchardt, Staush Gruszynski, Richard Schadewald

### PUBLIC SAFETY COMMITTEE

Wednesday, June 5, 2019

Tour of Huber Facility @ 4:00 p.m.

Meeting to Follow

Room 200, Northern Building

305 E. Walnut Street, Green Bay, WI

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE  
ACTION ON ANY ITEM LISTED ON THE AGENDA

### **\*\*Please Note\*\***

Tour of Huber Facility at 4:00 p.m.

For Tour, Meet in Room 200, Northern Building @ 4:00 p.m.

Meeting to follow after Tour

- I. Call meeting to order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of May 1, 2019.

### **Comments from the Public.**

1. Review Minutes of:
  - a. Public Safety Communications Advisory Board (April 23, 2019).

### **Other**

2. CIP Update.

### **Public Safety Communications**

3. Budget Status Financial Report for April 2019.
4. Director's Report.

### **Emergency Management**

5. Budget Status Financial Report for April 2019.
6. Director's Report.

### **District Attorney**

7. District Attorney Report.

### **Clerk of Courts**

8. Clerk of Courts Report.

### Circuit Courts, Commissioners, Probate

9. Budget Status Financial Reports for March and April 2019.
10. Report re: The costs for court appointed attorneys. *May Motion: To hold for one month and ask Judge Atkinson or a designee to attend the next Public Safety Committee meeting to report.*
11. Director's Report.

### Medical Examiner

12. 2019 Medical Examiner Activity Spreadsheet.
13. Budget Status Financial Report for April 2019.
14. Medical Examiner's Report.

### Sheriff

15. Update re: Jail Addition – *Standing Item*.
16. Budget Status Financial Report for April 2019.
17. Budget Adjustment Request (19-048): Any increase in expenses with an offsetting increase in revenue.
18. Budget Adjustment Request (19-049): Any increase in expenses with an offsetting increase in revenue.
19. Sheriff's Report.

### Communications

20. Communication from Supervisor Buckley re: Have the District Attorney's Office be prepared to have a discussion on potential offenses that can/could be sent to Municipal Court for action. *Motion at March Meeting: To refer to Corporation Counsel to draft an ordinance regarding battery and bring back.*
21. Communication from Supervisor Buckley re: Discussion and possible action regarding adding two members of the Board of Supervisors to the Supervised Release Committee. *Motion at March Meeting: To refer to Corporation Counsel to establish a policy of notification to relevant County Board Supervisors and also look into adding Supervisors to the Supervised Release Committee.*
22. Communication from Supervisor Buckley re: Have Emergency Management give a breakdown on the East River Flood Response at the May 1<sup>st</sup> Public Safety Committee meeting. *May Motion: To refer to Emergency Management Director to bring back information regarding the 211 system to the next Public Safety Committee meeting.*
23. Communication from Supervisor DeWane re: To discuss with possible action regulations for carrying guns in to certain county buildings per Mike Shea. *May Motion: To refer to Corporation Counsel and Public Works for clarification regarding the posting at the East Branch Library and broader explanation.*
24. Communication from Supervisor Brusky re: To ensure that a smooth and dutiful integration of improved security at the Brown County Courthouse can be made, that is in compliance with Wisconsin Supreme Court Rule 68.06, that the Director of Public Works and Administration work with the Brown County Sheriff on the design, planning, financial resources and implementation of the needed improvements at the courthouse that preserve its character and aesthetics. *Referred from May County Board.*
25. Communication from Supervisor Borchardt re: To review the billing practices for campaign stops. *Referred from May County Board.*

### Other

26. Audit of bills.
27. Such other matters as authorized by law.
28. Adjourn.

Patrick Buckley, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

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**AGENDA**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, June 5, 2019**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, 54302 - 6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	_____	Kathleen Janssen	_____	Glen Severson	_____
Brian Brock	_____	Dotty Juengst	_____	Ray Suennen	_____
Norbert Dantine, Jr.	_____	Dave Kaster	_____	Mark Thomson	_____
Bernie Erickson	_____	Michelle Kerr	_____	Norbert Van De Hei	_____
Kim Flom	_____	Patty Kiewiz	_____	Matthew Woicek	_____
Steve Grenier	_____	Dave Landwehr	_____	Reed Woodward	_____
Mark Handeland	_____	Aaron Linssen	_____		
Matthew Harris	_____	Michael Malcheski	_____		
Frederick Heitl	_____	Gary Pahl	_____	City of Green Bay (Vacant)	
Phil Hilgenberg	_____	Terry Schaeuble	_____	City of Green Bay (Vacant)	

1. Approval of the minutes of the May 1, 2019 regular meeting of the Brown County Planning Commission Board of Directors.
2. **Public Hearing:** Draft Mid-Year Major Amendment #3 to the 2019-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.
3. Discussion and action on the Draft Mid-Year Major Amendment #3 to the 2019-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.
4. Presentation and discussion on Sewer Service Amendment for the Village of Wrightstown.
5. Brown County Planning Commission staff updates on work activities during the month of May 2019.
6. Other matters.
7. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMISSION MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED OR LISTED ON THIS AGENDA.

PLEASE TAKE FURTHER NOTICE, MEMBERS OF THE PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF THE BROWN COUNTY BOARD OF SUPERVISORS MAY BE PRESENT IN SUFFICIENT NUMBERS AT THE ABOVE MEETING TO CONSTITUTE A MEETING OF THEIR COMMITTEE. THE COMMITTEE WILL GATHER INFORMATION AND WILL NOT TAKE FORMAL ACTION AT THIS MEETING.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT (920) 448-6480 AT LEAST TWO BUSINESS DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

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PHONE (920) 448-4015 FAX (920) 448-6221

### ADMINISTRATION COMMITTEE

Tom Sieber, Chair; James Kneiszel, Vice Chair  
Richard Schadewald, John Vander Leest, Keith Deney

### ADMINISTRATION COMMITTEE

THURSDAY, JUNE 6, 2019

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut Street, Green Bay, WI

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM  
LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of May 2, 2019.

1. Review minutes of:

- a. Housing Authority (April 15, 2019).

### Comments from the Public

### Communications

2. Communication from Supervisor Van Dyck re: Request that Corporation Counsel draft a resolution stating that no Brown County records, currently stored anywhere within the Veterans Memorial Complex, including but not limited to the Old Packer Hall of Fame, will be stored within the new Brown County Expo building when complete or within the Resch Center. In addition, I request that the appropriate County department develop a storage plan for all archived County documents for implementation no later than the 2021 operational and capital budget plan. *Referred from May County Board.*

### Resolutions & Ordinances

3. Resolution Supporting Brown County's Digital Vision.

### Treasurer

4. Per Brown County Ordinance 3.06(5)©, Discussion and possible action on the sale back to Former Owner of the following tax deed parcels from the Judgment of Circuit Court Case #18CV1314:

<u>Parcel</u>	<u>Address</u>
HM-123	Finger Road
HM-124	425 S. Vandenberg Road

### County Clerk

5. Budget Status Financial Report for April, 2019 – Unaudited.

### Child Support

6. Budget Status Financial Report for April 2019 – Unaudited.
7. Director Summary for May 2019.



**Technology Services**

8. Budget Status Financial Report for April 2019 - Unaudited.
9. Director's Report.

**Administration and Human Resources**

10. Budget Status Financial Report for April 2019 – Unaudited.
11. Budget Adjustment Log.
12. Director's Reports.
13. CIP Update.

**Veterans Services – No agenda items.**

**Other**


14. Audit of bills.
15. Such other matters as authorized by law.
16. Adjourn.

Tom Sieber, Chair

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# JUNE 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Land Con 6:00 pm PD&T 6:15 pm @ Highway Dept.	4	5 Public Safety 4 pm	6 Admin Cmte. 5:30 pm	7	8
9	10 Exec Committee 5:30 pm	11 Criminal Justice Coordinating Board 8:00 am	12	13	14	15
16 	17	18 Vets 4:30 pm	19 County Board 7 pm	20	21	22
23	24 Land Con 6:00 pm PD&T 6:15 pm @ Highway Dept.	25	26 Human Services 6:00 pm	27 Ed & Rec 5:30 pm	28	29
30						

## BROWN COUNTY COMMITTEE MINUTES

- Citizens Redistricting Subcommittee (May 29, 2019)
- Housing Authority (April 15, 2019)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

OR

Contact the Brown County Board Office or the County Clerk's Department

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, April 15, 2019, 3:30 p.m.**  
**Northern Building, 320 E. Walnut St., Room 200**  
**Green Bay, WI 54301**

**ROLL CALL:**

Tom Deidrick-Vice Chair	<u>X</u>	Ann Hartman	<u>X</u>
John Fenner	<u>X</u>	Sup. Andy Nicholson	<u>Abs</u>
Corday Goddard-Chair	<u>X</u>		

**OTHERS PRESENT:** Adam Kofoed, Stephanie Schmutzer, Patrick Leifker, Kathy Meyer, Zach Chartrand, Devin Yoder, Cheryl Renier-Wigg, Katie Olbinski, and Matt Roberts.

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the February 18, 2019 meeting of the Brown County Housing Authority.

A motion was made by T. Deidrick, seconded by J. Fenner to approve the minutes from the February 18, 2019 meeting of the Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:**

2. Communication regarding a visit from our HUD Portfolio Management Specialist in May.

A. Kofoed stated that on Wednesday, May 15, 2019, at 3:00pm, Scott Kogler from HUD will be visiting Green Bay for a meet & greet. He is inviting commissioners; however, A. Kofoed stated that there can only be two commissioners, anything more than two would be considered a public meeting. The meet & greet will be held at the Northern Building, 3<sup>rd</sup> floor, room 391. If interested in attending, please let C. Goddard know.

**REPORTS:**

3. Report on Housing Choice Voucher Rental Assistance Program:

A Preliminary Applications

There were 149 preliminary applications for March.

B. Unit Count

The unit count for March was 2,874.

C. Housing Assistance Payments Expenses

The March HAP expense totaled \$1,338,801.

D. Housing Quality Standard Inspection Compliance

There were a total of 335 inspections conducted for March. Out of the 335 inspections; 164 passed initial inspection, 54 passed re-inspection; 92 failed; and 25 were a no show.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

For the month of March there were 295 port outs with an associated HAP expense of \$282,551.00. ICS was under spent by \$1,795.36 and the FSS underspent by \$120.52.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

In March there were 79 active FSS clients, 56 clients in level one; 13 clients in level two; 1 client in level three and 9 clients in level four. There were 3 new contracts signed, 0 graduate, 38 active escrow accounts and 47 active homeowners.

G. VASH Reports (new VASH and active VASH)

For March there were 3 new VASH clients, for a total of 36 active VASH clients.

- H. Langan Investigations Criminal Background Screening and Fraud Investigations  
For March, there 27 total investigations, 6 new investigations, 17 active cases and 4 cases closed. There were 192 new applications processed, 190 were approved and 2 were denied. The breakdown for fraud investigations by Municipality is as follows: Green Bay and DePere. Applications by Municipality is as follows: Green Bay, Other (outside of Brown County) and DePere.
- I. Quarterly Langan Denials Report.  
Reviewed the first quarter breakdown checks done by Langan and Associates.
- J. Quarterly Active Cases Breakdown.
- 57 percent of the head of households are elderly or disabled;
  - 30 percent of the head of households are not elderly or disabled but there is earned income in unit;
  - 10 percent of the head of households are not elderly or disabled with no earned income but with dependents;
  - 3 percent of the head of households are not elderly or disabled with no earned income and no dependents.
- K. Quarterly End of Participation.  
Reviewed the first quarter of 2019 terminations, there were 66 total terminations.
- L. Quarterly Customer Service Satisfaction.  
84 percent indicated customer service was excellent, 12 percent very good, 1 percent good, 1 percent fair, and 2 percent poor.

#### **OLD BUSINESS:**

4. Update on HUD waiver for Chuck Lamine's appointment as the Executive Director of the BCHA.

A. Kofoed stated that as of March 8, 2019, HUD approved Chuck Lamine's waiver.

5. Update on ICS Letter to HUD regarding the portability waiver.

A. Kofoed provided an update on the ICS letter to HUD regarding the portability waiver. HUD will be forwarding our letter to HUD headquarters. HUD explained that they would not be recommending approval of our request. HUD explained that generally waivers for portability are approved for housing authorities that are currently in shortfall. HUD recommended that one potential option to decrease portability would be to increase project based vouchers as it limits the number of potential portable housing choice vouchers.

Matt Roberts, from ICS, stated that the figures that were pulled together and put in the waiver indicated the amount of half dollars we spent annually in 2018 for port-out vouchers being utilized outside of Brown County equated to 24% of our total half budget. M. Roberts stated this is extreme for ICS, but for HUD it is not.

#### **NEW BUSINESS:**

6. Consideration and review of a presentation by Freedom House regarding the programs they offer.

Zach Chartrand, Coordinated Entry Specialist at Brown County Homeless & Housing Coalition attended the meeting to provide a brief overview of the Freedom House shelter. Freedom House is a shelter for single moms & single dads and couples in our community. Z. Chartrand briefly described the 8-12 week program and services for families at the shelter.

C. Goddard asked if there was a connection with the shelter program and housing support. Z. Chartrand stated that building better relationships with landlords is important. The biggest barrier that the Freedom House is running into is that landlords are not as receptive with individuals on vouchers as they would like. Z. Chartrand explained that there appears to be a stigma associated with individuals on section 8 vouchers (that they're lazy or may create more problems than people who are not on vouchers), and landlords may have had a previous bad experience with someone on the ICS voucher.

A question was asked if background checks were completed on individuals staying at the Shelter. Z. Chartrand stated yes.

The coordinated entry process to housing is a HUD mandate for programs that operate on permanent supportive housing, transitional housing or rapid rehousing. The chronically homeless population utilize the most emergency services. The coordinated entry process is geared toward getting these individuals into the housing program that they qualify for, and that they have the supportive services they need.

7. Consideration and review of drafted housing goals and potentially the drafted housing chapter for the Brown County Comprehensive Plan.

Devin Yoder, Senior Planner, presented the draft housing goals and objectives of the Housing chapter of the Brown County Comprehensive Plan. D. Yoder provided a brief overview of the comprehensive planning process. The Planning department is currently updating the comprehensive plan that was last updated in 2007.

T. Deidrick voiced concern around the lack of housing for persons with disabilities and the need for this to be addressed. Discussion occurred.

Question asked if Planning staff was looking to have community groups provide input. D. Yoder indicated yes, staff would be interested in contacting them. T. Deidrick stated that the Advocacy Coalition - with one of its main objectives being housing, would be interested in reviewing the housing chapter and providing input. T. Deidrick will provide a contact person/number to D. Yoder.

A motion was made by A. Hartman, seconded by T. Deidrick to receive and place on file the draft housing goals of the Housing chapter for the Brown County Comprehensive Plan. Motion carried.

8. Consideration with possible action on approval of updated Utility Allowances for the Housing Choice Voucher Program.

P. Leifker stated an annual requirement of the program is to reevaluate the utility allowances. P. Leifker stated that each page of the handouts in the packet are relative to the size of the unit, from a 0-6 bedroom unit. The data compiled is from utility sources throughout the county and all the information is combined into general equations that give us the output. This year, overall, natural gas and electric remains constant across the board, oil and wood is up, and bottled gas also increased. As this relates to our participants, the majority utilize natural gas and electric. Discussion occurred. With approval, these will go into effect July 1, 2019.

A motion was made by T. Deidrick, seconded by A. Hartman to approve the updated utility allowances for the Housing Choice Voucher Program. Motion carried. J. Fenner abstained from voting.

9. Consideration with possible action of amending the BCHA bylaws to include a new meeting location.

A. Kofoed stated that Brown County staff would like to move board meetings to the Brown County Northern Building. This would be a better location for staff, and would help further

the transition from Green Bay to Brown County. Staff will keep bylaws flexible to allow multiple meeting options.

Discussion occurred on the lack of parking and handicap parking accessibility for the public coming in to the Northern Building for meetings. A. Kofoed stated that we don't have a designated parking lot for the public.

A. Kofoed stated staff could explore other meeting locations, possibly hold the meetings at Green Bay Metro. A. Kofoed also stated he could check with United Way on parking in their parking lot. A. Kofoed stated that staff could look into budgeting costs for parking to reimburse Board commissioners for parking costs. Board commissioners parking vouchers are still good and are able to park at the City until the end of the year.

A motion was made by A. Hartman, seconded by J. Fenner to table for further discussions of consideration of moving the meeting location from City Hall to the Northern Building. Motion carried.

10. Consideration with possible action of backdating a one-year Project Based Voucher contract with BlueStone Realty.

A. Kofoed stated that he has been reviewing files/contracts and putting together a list of all of the private based vouchers contracts. In doing so, he found that a contract that was originally with First Equity LLC in Denmark expired in July, 2018, and purchased by BlueStone Realty LLC in November 2018. A. Kofoed indicated that he and ICS communicated with HUD and they suggested two options. Backdate the contract to one year or ICS would have to edit their reports. A. Kofoed stated this is for four vouchers. A. Kofoed spoke to the property owner and talked about the program and process, and the owner is open to the idea of backdating the contract. Staff recommends approval of extending the contract for the following reasons: there are roughly only 12 vouchers in Denmark; it meets HUD deconcentration criteria; it prevents staff from having to change past reports to HUD, and it does not make any potential changes for tenants. A. Kofoed stated that if the board approves, we can invite the owner to attend a meeting to discuss more about the contract and the program.

A motion was made by A. Hartman, seconded by J. Fenner to approve backdating one-year the Project Based Voucher contract with BlueStone Realty. Motion carried.

11. Consideration with possible action of extending a five-year Project Based Voucher contract with BlueStone Realty.

A. Kofoed stated that this contract would be from July of this year to July of 2024. A. Kofoed explained that normally contracts are a lot longer, however with this being new and there are a couple of things staff is looking at administratively, staff decided to make this one only a five-year contract.

A motion was made by A. Hartman, seconded by J. Fenner to extend a five-year contract with BlueStone Realty. Motion carried.

#### **BILLS AND FINANCIAL REPORT:**

12. Consideration with possible action on acceptance of BCHA bills.

A. Kofoed presented the BCHA bills. House of Hope, one of the public service grants - 100% of their grant. Neighbor Works has been handing out down payment assistance loans.

A motion was made by T. Deidrick, seconded by A. Hartman to approve the BCHA bills. Motion carried.

13. Consideration with possible action on acceptance of BCHA financial report.

Adam K. presented the BCHA financial report.

A motion was made by T. Deidrick, seconded by A. Hartman to accept the BCHA financial report. Motion carried.

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

**14. Administrators Report**

**A. Individual meetings between board members and Brown County staff**

A. Kofoed stated that he and Chuck Lamine would like to have individual meetings with each Commissioner in an effort to build the relationship between board members and staff. A. Kofoed will schedule these individual meetings for May or June.

**B. GAP Financing**

**i. Cash Balances by Fund**

A. Kofoed provided a presentation via PowerPoint on GAP Financing. A. Kofoed explained what gap financing is, established why there is a need for gap financing for the Housing Authority, and identified the tools to make it effective and the pros and cons to several approaches.

**C. Survey**

A. Kofoed asked board members to complete the survey.

**15. Date of next meeting: May 20, 2019 at City Hall**

A motion was made by A. Hartman, seconded by T. Deidrick to adjourn. Motion carried.  
Meeting adjourned at 4:45pm